

4 January 2000



Operations

SHUTTLE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Charles E. Corbett, Jr)
Supersedes 512AWI 10-401, 25 Jun 97

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(Maj Robert A. Mooney)
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This instruction implements AFPD 10-4, *Operations Planning*. It establishes the responsibilities of Wing agencies in support of the Unit Training Assemblies (UTA) airlift shuttle from Langley AFB, VA, to Dover AFB, DE. It also establishes responsibilities and procedures for appropriate duty hours and sign-in/sign-out times for personnel utilizing the shuttle aircraft on Friday night and Sunday afternoon of each Unit Training Assembly (UTA).

SUMMARY OF REVISIONS:

This revision adds provision for 512 Support Group to have a trained NCOD available Friday through Sunday. NCOD will advise Wing Operations Center when assuming duty and will be available by phone at all times. Also specifies the exact location of assembly point for departure from Dover on Sunday and changes Sunday departure time to 1700 local time. More clearly defines each group's responsibilities, updates phone numbers, and clarifies shuttle riders' responsibilities and options if the shuttle cancels. An (I) indicates revisions from the previous edition.

1. Responsibilities:

1.1. Operations Group. The Wing Operations Center will coordinate all airlift requirements for the normal A and B team shuttles. They will call Langley AFB on the Wednesday prior to the UTA and get a PPR for the Friday night and Sunday night arrival and departures. If there is airlift cancellation, the Operations Center will attempt to procure replacement airlift, if available, by coordination with the LG point of contact (POC), Dover AFB Command Post, and the AFRC Command Post. If alternate airlift is not available, the Operations Center will serve as the communications focal point for shuttle personnel, special requests, and to inform them of the current commercial bus schedule provided by the LG POC. The Operations Center will record a message on the tape machine (phone number 1-888-677-3007) alerting shuttle riders of show times and changes to the schedule.

1.2. Logistics Group. The Logistics Group will coordinate with the 436 AW Transportation Squadron for all ground transportation required by personnel utilizing the shuttle. Responsibilities for transportation begin upon arrival at Dover and conclude upon departure from Dover. Before each UTA, the Logistics Group will inform the Wing Operations Center, in writing, of the individual designated as the LG POC. Information provided for the LG POC will include a duty phone number for contact during normal duty hours, a local number for contact outside of normal duty hours, and the beeper number. The Langley Shuttle UTA Points of Contact letter on the wing "S" drive will be updated prior to each drill. The Wing Operations Center will also be provided with a duty phone number for contact during normal duty hours, a local number for contact outside of normal duty hours, and the beeper number of the individual assigned the responsibility to pick up passengers. The designated individual to drive the bus will be available for the scheduled arrival on Friday night and the actual departure on Sunday evening. The bus driver will ensure that the 512 AW Operations Center receives a copy of the passenger manifest on Friday night as well as on Sunday night. In the event the return shuttle is cancelled, the LG POC will attempt to procure alternate means of ground transportation to Langley AFB and/or provide reservists with a schedule of available commercial transportation, i.e., bus schedules. The 512 AW Vehicle Control Officer will be identified in writing to the 512 AW Operations Center. A commercial bus schedule will be provided to the 512 AW Operations Center on the first of each month or as changes occur (bus schedules change seasonally). LSS will establish, through coordination with 512 AW/FMA, an Emergency Special Program (ESP) Code to capture driver expenses.

1.3. Support Group. The Support Group is responsible for providing billeting and messing for shuttle personnel. If there is airlift delay or cancellation, the Support Group will attempt to secure quarters and ensure messing is available, if required. The Support Group will ensure a trained NCOD is available Friday night (prior to arrival) through Sunday afternoon (following departure) to handle and coordinate events as they occur. The NCOD will advise the Wing Operations Center at 677-3800 upon assuming duty and will be available through cellular phone (270-1935) or the base lodging office at 677-2841.

1.4. Unit Commanders. Unit Commanders must ensure their reservists understand that the shuttle is a courtesy service provided to 512 AW personnel who reside in Virginia. If the shuttle is cancelled, individuals must accept responsibility for providing their own transportation to and/or from Dover AFB. Reservists must also be prepared to pay any additional meal and/or lodging expenses incurred should it become necessary. The 512 AW will not reimburse members for any additional expenses incurred due to the cancellation of the shuttle. Unit commanders will ensure that all orders for volunteer drivers include the appropriate ESP Code.

1.5. Supervisors of Langley Shuttle Personnel. Supervisors of shuttle personnel will prepare a Memorandum of Understanding as shown in Attachment 1. Each member who uses the shuttle must acknowledge and sign this memorandum. This memorandum will be filed in the member's unit Personnel Information File (PIF).

1.6. Unit Members. In the event the Langley Shuttle is cancelled, each member is responsible for providing transportation to and/or from Dover AFB. Reservists must also be prepared to pay any additional meal and/or lodging expenses incurred should it become necessary, keeping in mind that the availability of rooms at the Base Lodging facility will be on a space-available basis. The 512 AW will not reimburse members for any additional expenses incurred due to the cancellation of the shuttle. If the shuttle is not available or the members are not able to provide their own transportation to Dover

AFB for the Unit Training Assembly (UTA), all 512 AW personnel are required to notify their supervisors prior to the UTA. Available options to the member, after alerting the supervisor, could include the following: rescheduled UTA, equivalent training, excusal with no make-up and unexcused absence. The unit supervisor will make the determination of the appropriate option or action to be taken. Unit members must notify lodging of all changes in reservations due to variations in travel or cancellation of the shuttle schedule.

2. Shuttle Departure Times. The shuttle will depart Langley at 1930L on Friday night and depart Dover, normally on Sunday, at 1700L. Provided the training schedule allows, the Friday night, Saturday morning and Monday morning locals will serve as back-up to the shuttle.

3. Duty Hours for Personnel Using the Langley Shuttle:

3.1. For personnel using the Langley Shuttle, duty hours on Saturday will be determined by the unit. Duty hours on Sunday will be 0700-1100 and 1145-1545.

4. Procedures:

4.1. The departure assembly point for shuttle riders will be Building 714 (Southwest corner) at 1600L.

4.2. Personnel will assemble as quickly as possible. A bus will depart the flight-line side of Building 714 for the aircraft at 1610. The shuttle aircraft will be scheduled to depart at 1700L.

PETER K. SULLIVAN, Brig Gen, USAFR
Commander

Attachment 1**SAMPLE SHUTTLE RIDER MEMORANDUM**

FROM: (Applicable unit/office symbol)

SUBJECT: Shuttle Procedures

1. To allow for sufficient training time during each Unit Training Assembly (UTA), your Sunday duty hours are established as 0700-1100 and 1145-1545. You are to report as quickly as possible to Building 714 after your 1545 release time. A bus will be scheduled to depart the flight-side of Building 714 at 1610 for the shuttle aircraft. The aircraft will be scheduled to depart at 1700L.

2. In the event the Langley Shuttle is canceled, you are responsible for providing your own transportation to and/or from Dover AFB. You must also be prepared to pay any additional expenses incurred, i.e., meals, lodging, should it become necessary due to cancellation of the shuttle. Please keep in mind that the availability of rooms at the Base Lodging facility will be on a space-available basis. You will not be reimbursed for any additional expenses incurred due to the cancellation of the shuttle.

(Supervisor's Signature Block)

1st Ind

MEMORANDUM FOR (applicable unit/office symbols)

I acknowledge that I have read and understand the contents of this Shuttle Procedures memorandum. I have received a copy for my files.

(Shuttle Rider)